

Town of Lunenburg

Personnel Committee:
Cheryl Valera, Chairman
Scott Chase, Vice-Chairman
Lin Vickery, Secretary
Deb Christen, Member
Nancy Forest, Member



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Minutes March 16, 2015

Meeting Posted: Yes
Location: Lunenburg Library, Massachusetts Ave., Lunenburg, MA
Present: Cheryl Valera, Scott Chase, Lin Vickery, Kerry Speidel and Nancy Forest
Absent: Deb Christen

1. Cheryl Valera, Committee Chair, called the meeting to order at 6:30 p.m. Reviewed minutes of December 4, 2014 meeting and needed to make some minor corrections. Lin will be submitting corrected minutes to Kathy Herrick, Town Clerk.
2. No old business.
3. No public comment.
4. Agenda Items:
 - a. Develop Personnel Committee schedule for the year. The 2015 Personnel Committee Meetings will be on the following dates:
 - Thursday, April 2, 2015
 - Thursday, May 14, 2015
 - Thursday, June 4, 2015
 - Thursday, July 9, 2015
 - Thursday, August 6, 2015
 - Thursday, September 3, 2015
 - Thursday, October 1, 2015
 - Thursday, November 5, 2015
 - Thursday, December 3, 2015
 - b. Review the Board of Selectmen proposed charge for Personnel Committee
To review and make recommendations, with regard to the Committee/Board/Commission, recruitment and appointment process for all Town non-elected groups. Including the following:
 - Recruiting volunteers and building a "talent pool". Process to cover communication tools, "career day" like forums with sitting boards, PSA's on public access, booths at town wide affairs, etc.
 - Administering applications (Talent Bank forms, Re-Appointment "forms", resumes, waiting lists...
 - Scheduling informational and selection interviews (with existing Chair, members, appointing body, etc.)
 - Consulting on decision with selecting body (if requested)
 - Notification process (successful candidates, unsuccessful candidates, committees Press, etc.)
 - Orientation of new committee members including an "on-boarding" process
 - Performance/Progress review process for sitting boards and members

Personnel Committee will begin by setting a framework from an advising and counsel standpoint regarding the above.

- c. Review salary administrative plan & By Law
 - Jointly administering salary administration plan for all non-union employees (equity between union and non-union is biggest issue). Union employees get reviewed every year and non-union employees get reviewed every other year.
 - Review pay scale & job descriptions (have not been reviewed in 4 years)
 - Review benefits for both groups
 - There are a total of 10-12 employees 50 on-call fire fighters and 15-20 different positions. There is almost zero attrition. Need to figure out a way to make employees aware of their total compensation.
 - Look at comparable towns, but it varies for different comparisons. Committee needs to access Mass Municipal Association data. Kerri has a list of committees that were used in benchmarking.

Cheryl created spreadsheets and the Committee began reviewing Town jobs and the various Union jobs. There was discussion regarding the differences between the steps and grades. Discussion regarding what was the additional added value for someone with 30 years vs. 10 years of experience and the philosophy behind the steps and proficiency within professions once step 8 is reached. Lastly, there was a discussion regarding benefits.

5. Nancy will create a spreadsheet with employee name, grade, step, hours and send to the Personnel Committee.
6. The committee approved the minutes of the last Personnel Committee meeting with some corrections. Lin will make the corrections and send minutes to the Town Clerk, Kathy Herrick.
7. Next Personnel Committee meeting will be April 2, 2015 at 6:30 p.m. at the Lunenburg Library
8. April 2nd agenda items are:
 - a. Personnel Action Forms Discussion
 - b. Continuation of discussion regarding salary and benefits
9. Adjournment: Lin moved to adjourn the meeting; Nancy seconded the motion, and the committee voted 4-0 to adjourn at 8:11 pm.

Minutes respectfully submitted on March 25, 2015, by Lin Vickery